THE WHITE HOUSE

WASHINGTON

September 15, 1977

MEMORANDUM FOR THE HEADS OF

        EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Designation of Senior Intergovernmental
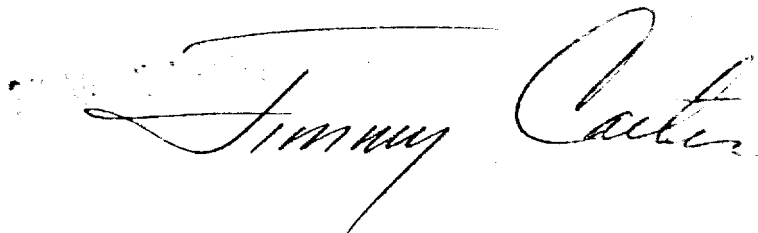   Officials in Federal Agencies

To simplify the procedures of the Federal government and to
make its programs more responsive to public needs, I have
asked the head of each Federal agency having extensive con-
tact with State and local leaders to designate a senior
official for liaison with them in the development of policy.
These intergovernmental officials are listed at the end of
this notice.

I have also asked the agency heads to ensure that these
officials respond to matters referred to them within two
weeks. If a problem cannot be solved in this two week period.
I have asked that the response indicate a definite plan of
action and a timetable for reaching a resolution. State and
local governments should, of course, direct their questions
about pending applications to the appropriate grants offices
and should take reasonable steps to resolve all questions at
that level before enlisting the aid of the intergovernmental
officials.

Where intergovernmental officials find that a problem raised
by a grantee requires a decision by more than one Federal
department, it is their responsibility to contact the other
agencies to reach a decision. Matters that cannot be re-
solved at this level will be referred to Under Secretaries.

I invite comments and suggestions for improving this process:
these should be sent to my Assistant for Intergovernmental
Relations, Jack Watson, at the White House, Washington, D.C.
20500; telephone (202) 456-2335.

This document shall be published in the Federal Register.

Jimmy Carter

EXECUTIVE SECRETARIAT
Routing Slip

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(EXECUTIVE REGISTRY FILE White House)
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Executive Secretary

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